

## In-State Pharmacy Application

A new application and fee must be submitted anytime there is:

1. a pharmacy opening;
2. a change in name;
3. a change in ownership; or
4. a change in location

### Step #1 Complete the Tennessee Board of Pharmacy Application

- You may fill out the Tennessee Board of Pharmacy applications online. ([Click here](#)) then print. Once the application is **notarized**, please mail to:

Tennessee Board of Pharmacy  
500 James Robertson Pkwy  
Nashville, TN 37243-1149

- Items that must be completed with your application:
  1. List of the Board of Directors, Owner or Partners
  2. List the Tennessee Licensed Pharmacist-in-Charge
  3. List hours of Operation
  4. List Reference Books

***Be sure that the application is signed and all signatures are notarized.***

- Please include registration fees:

**With Controlled Substance Fee:** \$168(Registration Fee) + \$10(Law Book) + \$40 Controlled Substance Fee) = \$218.00

**Without Controlled Substance Fee:** \$168(Registration Fee) + \$10(Law Book) = \$178.00

### Step #2 Tennessee Rules

- By submitting an application, you indicate that your facility has met all the requirements necessary for licensure. ([Click here](#)) to read Tennessee Rule [1140-1-.08] that explains the application process.

### Step #3 Complete the DEA Application

- The DEA application is now available on-line. Please access the DEA website: ([Click here](#))

### Step #4 Complete Pharmacy Technician Registration Forms, *(if applicable)*

- Rule 1140-2-.02 ([Click here](#)) states that any person acting as a pharmacy technician shall register with the Board. You may fill out this application on-line. ([Click here](#)) then print.
- Submit the signed and **notarized** application to the Tennessee Board of Pharmacy with a check for fifty (\$50.00) dollars.
- The Affidavit Form is to be kept on location at the pharmacy practice site.
- Once the application is approved, a Certificate of Registration and a wallet card will be sent to the address furnished on the application. The Certificate must be displayed at the Technician's place of employment.
- The Registration is good for two (2) years.

Tennessee will accept personal checks. Checks should be made out to the Tennessee Board of Pharmacy.

Change of Pharmacist-in-Charge: Rule 1140-3-.14(4) ([Click here](#)) requires an inventory of all controlled substances. The Board should be notified in writing. You may fill out this form online. ([Click here](#)) and print. This information may be faxed (615-741-2722), mailed to the Board of Pharmacy, or e-mailed to [Pat Little](#).

For more information concerning submission of a pharmacy license, you may e-mail your questions to [Pat Little](#) or call her at (615) 741-2718.